

THE CITY OF FAIRVIEW HEIGHTS

ADMINISTRATION COMMITTEE MINUTES  
Wednesday, February 15, 2023, 7:28 p.m.  
Council Chambers  
Fairview Heights City Hall  
Fairview Heights, IL

**Committee Members in attendance** – Aldermen Frank Menn, Ryan Vickers – video/teleconference (absent 7:30 p.m.), Barb Brumfield, Pat Peck, Denise Williams, Mayor Mark Kupsky, Ex-officio

**Committee Members absent** – None

**Other Aldermen and Elected Officials in attendance** – City Clerk Karen Kaufhold – video/teleconference, Aldermen Josh Frawley – video/teleconference, Anthony LeFlore, Brenda Wagner, Harry Zimmerman, Bill Poletti

**Staff in attendance** - City Attorney Andrew Hoerner, Finance Director Gina Rader, Land Use and Development Director Dallas Alley – video/teleconference, Police Chief Steven Johnson, Public Works Director John Harty, City Engineer Tom Quirk – video/teleconference

**Recorder** – Jill Huffman

**Public Participation**

None

**Approval of Minutes, January 17, 2023**

Motion and second to approve minutes were made by Aldermen Peck/Williams. Voice vote: five yeas. Motion carried.

**Finance**

*Frank Menn, Chairman*

**BILL LIST**

Alderman Menn presented the Bill List and asked if there were any questions.

Alderman Peck stated on the Bill List, Page Six, Account Number 001-115-5-438-50, IT Hardware, Interface Security Systems LLC, Maintenance Fee, needs to be moved to Tech and Outside Services, Account Number 001-115-5-320-00. This does not change the total amount on the Bill List.

Motion and second to approve the Bill List and forward to City Council for approval in the amount of \$1,467,106.09 by Aldermen Peck/Brumfield. Roll call vote: Aldermen Menn – yes, Vickers – absent, Brumfield – yes, Peck – yes, Williams – yes. Motion carried.

**Personnel**

*Alderman Pat Peck, Chairman*

Alderman Peck report there is no business to report, however, she announced new employees. Thomas Quirk, City Engineer, was introduced last month. This month joining the City's staff are Heather Hinson – Land Use and Development, Kandice Genteman – Code Enforcement Officer, Linda VanHoose – Part-time Custodian, Truvetta Lee – Full-time Custodian.

Alderman Wagner commented about the great job Truvetta Lee is doing as a custodian in City Hall.

Alderman Peck stated there is a part-time position open as Circulation Clerk at the Library - first open to union employees, and will go through the application process.

A job fair is scheduled for February 23, 3:00 p.m. to 6:00 p.m., in the Holland Room at the REC. This will be for summer help in the Public Works Department and Parks and Recreation Department, the CPAs at the Police Department, and the Library – all part-time positions. She stated anyone who is interested in working for the City can complete an application which will be kept on file.

**Adjournment 7:34 p.m.**

Submitted By:

  
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Recorder